

Job Posting

Position:

GIS Parcel-Cadastral Technician (Full-Time)

Supervisor:

GIS Coordinator, Delaware County Office of Geographic Information

Salary:

\$29,965* + Benefits

**after 90 day probationary period at \$27,480 and per anticipated state approval of transfer of funds. Initial position may be paid hourly without benefits at a rate of \$10.00/hr until funds are approved.*

Delaware County GIS manages and provides access to all geospatial information for its communities. The GIS Department has three primary goals: To efficiently create and maintain a state-of-the-art GIS which accurately and comprehensively represents all relevant and useful geographic data and information about the County, to deliver this data to the general public, private sector clients, and associated governmental agencies, and to provide expert GIS consulting and application development.

Join the staff of an award-winning GIS Department and be a part of the transition of Local Government into the digital age!

Job Summary:

The GIS Parcel-Cadastral Technician is responsible for assisting the GIS Coordinator in maintaining and developing GIS data, including the cadastral-parcel layers. Duties include data maintenance, property and other research, advanced cartographic tasks, working directly with other offices to implement GIS solutions to increase worker and inter-office efficiency, as well as providing training. Works under the supervision of the GIS Coordinator and in cooperation with other department heads and agencies.

Qualifications:**Required Knowledge, Experience & Skills**

- Minimum one-year experience with ArcGIS Desktop software, most importantly advanced editing, geodatabase management and coordinate geometry.
- AutoCAD experience is a plus. Position will utilize the Parcel Builder toolset.
- College Degree in Geography or GIS. Degrees in related fields such as Natural Resources, Planning and Architecture, and Computer Science are also acceptable as long as there is significant experience with the ArcGIS software suite.
- Significant experience and proficiency with Microsoft Office Products, most importantly Excel and Access.
- Experience with Adobe Creative Suite is a plus.
- Database management skills including the ability to produce reports, analyze and interpret data.
- Valid Driver's License 1-3 years previous job related experience (including internships)

Essential Functions:

- Working knowledge of the public land survey system, ability to read, comprehend, and transfer legal descriptions, deeds, engineering drawings, and surveys in order to enter information into the GIS system.
- Using GIS tools in conjunction with map graphics, map scale, and real-world coordinate systems to develop and maintain GIS map products.
 - Input data completely and accurately into a computer system using keyboards, scanners, GPS receivers as well as heads-up digitization.
 - Strong analytical abilities with a high degree of technical competence in analysis and design.
- Strong graphic design and/or cartographic skills.
- Perform Intermediate level mathematical calculations.

Applications are available at:

Delaware County Human Resources
100 W Main St, Room 208
Muncie, IN 47305
Monday-Friday 8:30am-4:30pm
Or online at www.co.delaware.in.us

Resumes can be sent to:

Kyle Johnson – GIS Coordinator
100 W Main Street Room 204
Muncie, IN 47304
Electronic: kajohnson@co.delaware.in.us

Applications must be completed and returned no later than June 19th, 2009

Delaware County is an Equal Opportunity Employer